



June 14, 2013

Ingrid Burrington
MuckRock News
DEPT MR 5939
PO Box 55819
BOSTON, MA 02205

Re: Freedom of Information Law
Request No. 17531

Dear Ms. Burrington :

This is to acknowledge receipt of your Freedom of Information Law request, wherein you request organization (staffing, departmental) charts for MTA Headquarters, New York City Transit and Capital Construction.

Your request has been forwarded to the appropriate department(s) for research.

Please be advised that the NYCT FOIL Unit receives a high volume of requests ranging from a simple request for one document that can be readily located to complex requests for multiple documents, such as records relating to a construction project. Typically, the FOIL Unit requests documents from other departments, which then must locate the documents and forward them for review by the FOIL Unit to determine if they are disclosable under the law. As a result, the time and effort required to complete a response can vary significantly. NYCT endeavors to complete each request in a time period that is reasonable under the circumstances. A few examples of the types of requests and estimated times for responses are:

A.) Requests for accident reports, Payment and/or Performance Bonds for a particular contract, Board Minutes or other records that can be identified and located by going to one source - one to three months.

B.) Requests requiring research to determine the type of records that may be responsive - six to eight months.

C.) Multiple or voluminous requests seeking to obtain records pertaining to contracts - six months to one year.

We believe that your request falls into the category that usually takes 1 Month to complete. We would expect that our response should be completed by 07/14/2013.

We will notify you if we cannot provide you with responsive records within the aforementioned time.

If you are able to narrow or further specify the records you seek, it may permit the FOIL Unit to complete the process in a shorter time period. Please use the above number when corresponding to advise us of this more narrow request.

The fee for this service is \$.25 per page of material provided. NYCT will advise you of the cost as soon as responsive documents are made available to us. Upon receipt of a check or money order to cover the costs of the documents, we will forward those records that are disclosable.

Should it become necessary to inquire further regarding this request, please refer to the above Freedom of Information request number in your correspondence.

Sincerely,



Gail Rogers
Deputy Foil Officer